

State Operated Community Program SOCP Action Request Memo

Topic:	Site Manager Monthly Overtime Summary	Issue date:	10/26/11
Action Requests (AR) - Action Requests are used to request action by a given deadline. They are time-sensitive and should be read and processed or assigned upon receipt.			

Applies to:
(check all that apply)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses | <input checked="" type="checkbox"/> BVS1 & 2s | <input checked="" type="checkbox"/> Trainers |
| <input checked="" type="checkbox"/> Cent. Office staff | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> HR |
| <input type="checkbox"/> Other: | | <input type="checkbox"/> |

Implementation date: 10/26/11

FROM: FROM: Robert T. Clabby, SOCP Director *[Signature]*
SUBJECT: DHS 4638 Monthly Overtime Summary is required by 5th of following month (Beginning Dec. 5th for November).

Budget reductions require better tracking and monitoring for current and future house needs.

Beginning November 1st, All Site Manager's will be required to track and monitor house overtime using the **DHS 4638 Monthly Overtime Summary** form and submit completed forms by the 5th of the following month.

- Email completed DHS 4638 form to assigned program manager
- Save As: mmddyy_house name ex: 113011_Brooks (submitted by Dec. 5)
- Deadline is the 5th of the following month.

October 2011	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
November 2011	1	2	3	4	5	6	7	8	9	10	HO	12	13	14	15	16	17	18	19	20	21	22	23	HO	25	26	27	28	29	30	
December 2011	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Attachments: DHS 4638 Monthly Overtime Summary

If you have questions about this information, contact:

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How to use DHS 4638 Monthly Overtime Summary form:

Note: A few special things about this form because it utilizes macros.

1. Do not try to open or use these forms via GroupWise or a browser.
2. Save them to your desk top and open from your desktop, MSWord does not play nice with other applications and your macros may not work properly.
3. When filling them in, you **must** put a "**zero**" in any numbered field for the formulas to add up the column totals - it will stop adding at the point where there is a blank field and you will not get a true count.

These forms were very time consuming to create to add the auto tally function for the house totals and grand total. **They are only functional if a "zero" is entered in any number field.**

